

#### Preparing to Build the Master Schedule

Before Aspen can build your master schedule, you need to prepare the necessary information. For example, you define the schedule structure, enter students to schedule, teachers to schedule, student requests, and courses to offer.

Use this card as a checklist when preparing to build your schedule for the next school year.

## Setting Up Aspen to Build Your Schedule for Next Year

The first step in preparing to build your master schedule is to set up the system.

#### To set up the system, do the following in the order listed:



1. Define the school year in the District view. (District view, District tab > School Years side-tab > Options menu > Add)



2. Associate the school to the build year. (District view, District tab > Schools side-tab > Details > Build Year Context field)

3. Copy current year courses forward to the build year.

(School view, Schedule tab > Courses side-tab > Options menu > Copy Course Catalog)

4. Associate students to their next year schools. (School view, Student tab > Details side-tab > Next School field)

5. Grant Build view access to the appropriate users. (District view, Admins tab > Roles side-tab > Users > Options menu > Add)

After you complete these steps, you can create a build scenario.

## Create a build scenario

<ol> <li>Copy the active schedule (optional)</li> <li>(Build view, Scenario tab &gt; Options menu &gt; Copy Active Schedule</li> </ol>	)
2. Create a build scenario	,
(Build view, Scenario tab > Options menu > Add)	
3. Define preferences for your build scenario	
(Build view, <b>Scenario</b> tab > <b>Preferences</b> side-tab)	
4. Define the structure of your build scenario (Terms, Days, Peri	ods)

(Build view, Scenario tab > Terms side-tab > Options menu > Add) (Build view, Scenario tab > Days side-tab > Options menu > Add) (Build view, Scenario tab > Periods side-tab > Options menu > Add)



# Preparing Your Build Scenario for a Build

1. Define schedule patterns

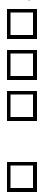
3. Enter student requests

After you create your build scenario, you need to prepare information for that scenario for a build. To prepare the scenario:

(Build view, Global tab > Pattern Library > Options menu > Add)

(Build view, Student tab > Schedule side-tab > Attributes)

(Build view, Student tab > Requests side-tab) (by student)



(Build view, Courses tab > Requests side-tab) (by course)
4. Define staff scheduling parameters (Build view, Staff tab > Details)

2. Define student scheduling parameters

(Build view, Global tab > Requests side-tab) (all)

5. Define room scheduling parameters (Build view, Rooms tab > Details)

6. Define course scheduling parameters (Build view, Courses tab > Details side-tab)

7. Define your school's bell schedules (optional) (Build view, Scenario tab > Bell Schedule side-tab)

8. Define scheduling rules (Build view, Rules tab )

9. Use the workspace to assign teachers, pre-schedule sections, and build your schedule (Build view, Workspace tab > Sections side-tab) (Build view, Workspace tab > Classes side-tab)

(Build view, Workspace tab > Assignments side-tab)

## Initializing the Build Schedule Workspace

The Workspace tab in the Build view should contain the sections you want the system to use to build your master schedule.

#### To fill the workspace with sections:

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1. Create sections based on the course schedule attributes you specify, by initializing sections. (Build view, Workspace tab > Options menu > Initialize Sections)

2. You can copy sections from an existing schedule.

3. Determine teacher assignments and create sections at the same time. (Build view, Workspace tab > Assignments)

